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CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE ASSISTANT DIRECTOR FOR CENTRAL REFERENCE

8 April 1959

MEMORANDUM FOR: Assistant Chief of Staff, Intelligence, Headquarters, USAF

ATTENTION : Chief, Dissemination Services Division

SUBJECT : Use of AFCIN Minicard Coding in CIA Intellofax System.

1. A meeting between AFCIN-1B and CIA/OCR representatives was held 15 December 1958 to discuss plans to use the Minicard coding product, after suitable conversion, in the CIA Intellofax system.

2. It was agreed at this meeting to conduct a test which included a ten weeks' comparison of AFCIN and CIA/OCR indexing of Air information reports and development of procedures to mechanically convert the AFCIN coding product for input into our system.

3. The results of this test proved that AFCIN coding is sufficiently compatible with ours and that the Minicard product can be converted mechanically for Intellofax input provided that the completed code sheet accompanies one copy of each report sent to us.

4. The Intellofax system as you know provides in its retrieval service bibliographic references to indexed information reports which include as an editorial feature the subject or descriptive title of each report listed. Multiple copies of these bibliographic cards for Air reports are sent by routine distribution to you for use in establishing indexes to your document files. Since titles provide the clues for the selection of documents from Intellofax listings and for the establishment of subject cross references in your indexes, we feel that we can mutually benefit if you could assist in resolving the problem of inadequate titling by expanding titles of Air reports. Copies of our Draft Guide on How to Expand Titles was distributed to you with USIB Committee on Documentation paper (CODIB-D-28) on 16 March 1959.

5. We therefore propose that AFCIN-1B send the OCR Document Division copies of their completed Minicard code sheets attached to the related reports on a permanent basis and appropriately clarify ambiguous titles.

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6. If you concur in this proposal please sign one copy of this memorandum and return to me. Details of procedures can then be worked out.

Paul A. Borel
Assistant Director for Central Reference

Concur: _____

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